

# COMPETITIVE GRANT GUIDELINES FY2007

## Bureau of Emergency Medical Services Division of Health Systems Improvement, Utah Department of Health

### Introduction

The Legislature established the EMS competitive grants program for the purpose of improving the statewide delivery of emergency medical services. Competitive grants are available for use specifically related to the provision of emergency medical services. This program is administered by the Bureau of Emergency Medical Services, Division of Health Systems Improvement, Utah Department of Health, through Rules established by the EMS Committee.

These guidelines provide specific information relevant to the grant application process, scheduling, matching fund requirements, and other special conditions. Careful adherence to these guidelines will assist the Department and the Grants Subcommittee in evaluating local needs and fairly allocating grant resources.

During FY2007, each agency may request grant funds for a total of **ONLY** three items and those three items must be from the categories listed below:

- |                             |                          |
|-----------------------------|--------------------------|
| 1) CME and Initial Training | 5) Defibrillators        |
| 2) Training equipment       | 6) Extrication Equipment |
| 3) Communication Equipment  | 7) Computer Equipment    |
| 4) Vehicles                 | 8) Other Equipment       |

**If an agency requests more than three items, the Bureau will delete the lowest priced items. Applicants should prioritize their own grants on the Consolidated Budget Form in order of importance to them.** Points will be given for agency priority.

Agencies may, **in addition to three items**, apply for Demonstration/Research projects, which will **not** need to be prioritized by the County council or committee.

The Grants Subcommittee will recommend to the EMS Committee approval of grants based on the following criteria:

1. A description of the agency, including size and significant impediments of the geographic service area;
2. The population/demographics of the service area;
3. Sufficient justification of the urgency of the need;
4. Call volume;
5. The per capita grant allocated to each agency for the previous year, and its relative benefit on the agency to provide services;
6. Unused funding from the previous year's grant;
7. Direct impact on patient care;
8. Percent of responses to non-residents of the service area; and
9. Local county prioritization.

**Demographic Information on the Agency Consolidated Budget Request Sheet must be completed. If information is not completed, no points will be given for the items not answered.**

### FY 2007 Competitive Grant Application Process

During fiscal year 2007, the Utah Department of Health, in consultation with the EMS Committee, will distribute approximately \$1,200,000 to competitive grant applicants. Grantees shall be limited to entities who provide emergency medical services. **Grantees must be in compliance with the EMS Systems Act and all EMS rules.** Application forms are available at the Bureau of EMS, 288 North 1460 West, P.O. Box 142004, Salt Lake City, Utah 84114-2004; online at <http://health.utah.gov/ems/grants/> or by contacting Irene Petrogeorge at (801) 538-6286, email [ikpetrogeorge@utah.gov](mailto:ikpetrogeorge@utah.gov), toll free (800) 284-1131.

**Incorporated entities must be registered with the Department of Commerce.** Awards will be implemented through reimbursable grants with the Department of Health; that is, the grantee expends funds for grant approved purposes and the Department reimburses the grantee for expenditures incurred. Unless otherwise specified, grants will begin July 1, 2006 and terminate June 30, 2007. **The deadline for reimbursement requests to be received by the Department is July 15, 2007.**

The schedule for the application process is as follows:

1. Completed forms with two signed applications must be mailed to the Salt Lake Office of the Bureau of EMS, P.O. Box 142004, Salt Lake City, Utah, 84114-2004, or delivered to 288 North 1460 West, Salt Lake City, Utah, no later than **5:00 p.m., January 13, 2006**. If you mail your application, it will be accepted as long as it has a postmark no later than **January 13, 2006. EMS Bureau staff will not accept grant applications outside of the office.** Applications must be filled out completely. Incomplete applications may be rejected by the EMS Bureau and returned to the applicant.
2. It is the intent of the EMS Committee that the local county or multi-county EMS council or committee review and prioritize all local grant applications received. Agencies that benefit all areas statewide need not be prioritized by county councils or committees. Grant applicants shall provide a copy of the "Agency Consolidated Budget Request" to the chairman of their respective county or multi-county EMS Councils or committees, where organized, by January 13, 2006. These committees will then review and prioritize the grant proposals from their respective areas. **Local EMS prioritization meetings must be held after the grant submission deadline or county prioritizations will be disqualified.** The local committees must forward their prioritizations to the Bureau of EMS by February 20, 2006.
3. On March 22–23, 2006, the Grants Subcommittee will meet to review grant awards and make recommendations for funding grants to the EMS Committee.
4. On April 12, 2006, the State EMS Committee will review the recommendations of the Grants Subcommittee and award the FY2007 grants. The EMS Committee may reject or authorize full or partial funding of the Subcommittee recommendation.

DATE 2006	SCHEDULE SUMMARY
January 13, 2006	Deadline for Submission of FY2007 grants.
During January	EMS Bureau will review applications, send deficiency letters, and prepare packets for mailing to Grants Subcommittee.
After January 13, 2006, and before February 20, 2006.	Local prioritization meetings must be held.
February 20, 2006	Prioritization by county must be submitted to EMS Bureau.
March 22–23, 2006	State EMS Grants Subcommittee meets and makes recommendations for funding.
April 12, 2006	EMS Committee reviews and finalizes grants/awards.
During April, May and June	EMS Bureau will prepare and process grants.
June 30, 2006	End of FY2006 grant period.
July 1, 2006	Beginning of FY2007 grant period.
July 15, 2006	Deadline for submission of FY2006 grant reimbursement requests.

## Matching Fund Requirements

### JUSTIFICATION

There must be adequate justification for the grant. An agency may not request grant monies on behalf of another agency. **No combined/consolidated grants will be accepted.**

In order to maximize available grant funds, grant applicants may be required to provide partial funding for approved grants. **MATCHING FUNDS MUST BE CASH EXPENDED AGAINST TOTAL PROJECT EXPENDITURES.** Unless otherwise specifically noted, matching fund requirements are listed below. Exceptions can be granted by the Subcommittee for extraordinary circumstances.

Grant recipients shall, for the following categories, provide matching funds in the amount of 50%, unless otherwise noted or a waiver is granted, of total approved expenditures for:

1. Equipment (excluding vehicles) used in direct patient care, communications, extrication, rescue operations, or training, Special conditions for defibrillators, extrication equipment, and communications equipment are listed below.
  - (a) **Training Equipment**—Any item used for training personnel may be requested with the exception of computers and software (should be requested under Computer Equipment) and copiers. Specific information must be attached to the application. **In the absence of this information, funding will not be considered.**
  - (b) **Defibrillators**—Agencies have different needs for defibrillators. Paramedic and Intermediate-Advanced agencies need defibrillators with more advanced features than intermediate agencies, who need more capabilities than basic agencies.  
  
Based on this need, the State will fund defibrillators up to a maximum of \$8,000 for Paramedic and Intermediate-Advanced agencies, up to a maximum of \$4,000 for Intermediate agencies, and up to a maximum of \$1,000 for Basic agencies.
  - (c) **Extrication Equipment**—The state will fund up to a maximum of \$6,000 per year. Extrication equipment and capabilities available within a reasonable distance from the applicant will be considered in evaluating need. Therefore, the applicant shall submit the extrication justification, describing capabilities available within the service area. Specific equipment information must be attached to the application. **In the absence of this information, funding will not be considered.**
  - (d) **Communication Equipment**—Needs will be considered on a case-by-case basis with adequate justification. **Reimbursement shall be based upon current state communications contract prices obtained from the Division of Information Technology. Maximum allowable amounts are 50% of the cost of the equipment, not to exceed State contract prices.**  
  
**ALL COMMUNICATION EQUIPMENT REQUESTS MUST BE REVIEWED BY FLOYD RITTER, Bureau Communication Consultant, prior to the submission date of January 13, 2006, (or post marked January 13, 2006); otherwise the request will NOT be considered. Please contact Mr. Ritter by e-mail at [fritter@utah.gov](mailto:fritter@utah.gov), telephone at 801-965-3869; or in writing (see justification form, category 3), for consideration.**
  - (e) **Computer Equipment**—Computer equipment and software should be listed under category 7. The age and number of computers the agency owns must be indicated.

- (f) **Other Equipment** – Any equipment used directly for patient care. Specific equipment information must be attached to the application. **In the absence of this information, funding will not be considered.**

2. **Ambulance or Emergency vehicles**—Grant recipients shall, for new ambulances, remount ambulances or emergency/rescue vehicles, provide matching funds in the amount of at least 60% of the total approved expenditures; however, grant funds shall not exceed \$25,000 per vehicle.
3. **Initial Training and CME**—A match of 25% will be required by the agency. Prehospital licensed and designated EMS agencies may apply for up to \$4,500 per agency for initial training and continuing medical education with adequate justification. An agency may apply for \$1,000 for each additional service area they service up to a maximum of \$3,000. A service area is defined as an additional ambulance staged in a different city with separate rosters. A roster for each service area must be submitted with the request for additional service area monies. The maximum an agency can apply for is \$7,500. Justification shall include the number of personnel presently within the service, each person's certification level and a description of additional service areas. A detailed explanation describing the plan for the proposed use of CME and training funds must be submitted or the grant may not be considered.

Reimbursement for CME and initial training will be based upon submitted invoices and receipts for actual training (receipt from training institution) videos purchased, instructors paid, registration to conferences, hotel bills when attending training/CME conferences, and speaker honorariums. Supplies, promotional materials, travel to and from conferences and per-diem costs may not be claimed, but may be used as local match.

Agencies that are not licensed or designated through the Bureau of Emergency Medical Services, Department of Health, may request training for basic EMTs or Dispatchers, but **MAY NOT REQUEST ADVANCED LEVEL TRAINING or CONTINUING MEDICAL EDUCATION.** Limits of \$500 per EMT and \$200 per dispatcher initial training may be requested.

4. **Demonstration or research projects**—Matching funds are not required for demonstration or research projects unless specifically stipulated by the Grants Subcommittee or State EMS Committee following review of the project proposal.
- (a) Research projects will be limited to a maximum of \$10,000 each.  
Research projects are limited to one year. Research projects are special proposals to investigate a project, equipment, method, etc., that may show benefits for the entire EMS system.
- (b) Demonstration projects will be limited to \$25,000 for the first year and \$15,000 for the second and any subsequent years. Demonstration projects are special requests that will present evidence showing benefits for the entire EMS system.

Anyone who is awarded a demonstration or research project must attend the EMS Grants Subcommittee meeting in September and March of the fiscal year of the grant to deliver preliminary reports on the project. Fifty percent of the project reimbursement may be requested after the September preliminary report. The final report with invoices must be submitted before July 15, 2007, in order to receive reimbursement for the remaining amount.

5. **Expendable Items**—These are items used in the normal process of patient care and are not eligible for funding under these guidelines. The Grants Subcommittee will, however, consider the purchase of fully equipped jump kits for first response units.
6. **Waivers of matching funds**—The Grants Subcommittee may recommend reducing or

waiving the matching fund requirements where deemed appropriate in order to respond to special or pressing local EMS problems. A letter of justification signed by the local official must accompany the grant application. A waiver request must contain financial information about the agency. Without this information, waivers will not be considered.

7. **Tax Identification**—"Request for Taxpayer Identification Number and Certification Form" (W-9) is required **only** IF YOUR AGENCY HAS CHANGED ADDRESS. One can be obtained by contacting Irene Petrogeorge or on the IRS website <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

### **Grant Proposal Preparation Assistance or Questions**

We recognize there may be many questions regarding the program. It is the desire of the Bureau of EMS, the Grants Subcommittee and the State EMS Committee that the grant process be as simple and easy to accomplish as possible. We strongly encourage you to contact your EMS Bureau regional consultant, Leslie Johnson or Irene Petrogeorge for assistance in grant preparation. Please contact Leslie Johnson at 801-538-6292 or e-mail [lesliejohnson@utah.gov](mailto:lesliejohnson@utah.gov); or Irene Petrogeorge at 801-538-6286 or e-mail [ikpetrogeorge@utah.gov](mailto:ikpetrogeorge@utah.gov). Regional Consultants can be reached at: Tami Goodin, 801-538-6791 or [tmacdonald@utah.gov](mailto:tmacdonald@utah.gov); Christine Warren, 801-538 6285 or [christinewarren@utah.gov](mailto:christinewarren@utah.gov); Dan Camp, 801-538-6280 or [dcamp@utah.gov](mailto:dcamp@utah.gov); or Dennis Bang, 801-538-6281 or [dbang@utah.gov](mailto:dbang@utah.gov).